

ROUTED TO

Reports - 2
on 5/15/58

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH 25X1A9a
APRIL 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	51	562	
2. RECORDS ACCESSIONED	362	5,885	34,185
3. RECORDS DISPOSED OF AT CENTER	179	782	2,452
4. RECORDS TRANSFERRED FROM CENTER	46	1,097	5,079
5. RECORDS HOLDINGS	26,654		
6. DISTRIBUTION MATERIAL RECEIVED	284	2,296	20,038
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	89	1,052	5,340
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	67	572	3,595
9. DISTRIBUTION MATERIAL HOLDINGS	* 12,303		
10. TOTAL HOLDINGS	38,957		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	1,125	8,163	51,997
12. INFORMATIONAL REQUESTS	340	1,364	4,492
13. INFORMATION REPORTS	315	2,669	
14. INTELLIGENCE REPORTS	4,951	42,439	
15. ADMINISTRATIVE ISSUANCES	849	7,358	
16. TOTAL	7,580	61,993	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	16,267	111,027	
B. RETURNS	3,951	32,806	
18. ADMINISTRATIVE ISSUANCES	2,427	20,232	
19. TOTAL	22,645	164,065	

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	1,081	7,697	
21. PHOTOCOPY	122	826	
22. DITTO	156	569	
23. TOTAL	1,359	9,092	

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	38,957	
26. COMMITTED	2,078	
27. AVAILABLE	185	